

**Community Preservation  
Committee**

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**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 264-9636  
Fax (978) 264-9630  
[cpc@acton-ma.gov](mailto:cpc@acton-ma.gov)  
[www.acton-ma.gov](http://www.acton-ma.gov)

April 20, 2006

Ms. Kelley A. Cronin  
Executive Director  
Acton Housing Authority  
68 Windsor Avenue  
P.O. Box 681  
Acton, MA 01720-1408

**Re: 2006 CPA Project Funding – Rental Housing Planning and Feasibility Study**

Dear Ms. Cronin:

Congratulations to the Acton Housing Authority on being a recipient of Community Preservation funds (CPA funds) in 2006. Your effort and cooperation during this year's project selection process helped secure the overwhelming support at the Annual Town Meeting for the Community Preservation Committee's (CPC) spending recommendations. Voters agreed that each project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town contact person assigned to your project is Roland Bartl, Town Planner. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- CPA funding for your project is available immediately following the release date of this letter, however:
- Before procuring any services under this CPA award, the scope of services for the study shall require approval by the CPC. The scope of services shall specify distinct and clearly defined tasks, and require intermediate reports for each task, a draft report, and a final report, which shall list a set of specific actions that the Acton Housing Authority may take to further its stated objective to increase the supply of affordable rental housing in Acton.

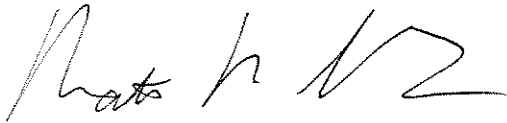
- CPA funds shall be disbursed after project completion to your satisfaction and consistent with the approved project scope, and after:
  - a) receipt by the Town contact person of an invoice by you for payment (or reimbursement) for completed services, including all back-up documentation and invoices for the entire project by the contractor(s) who performed the work;
  - b) verification that all applicable state purchasing and ethics regulations, local bylaws, and Town financial policies have been met; and
  - c) the assigned staff person has verified that the conditions of this award letter have been met.

CPA fund disbursements may also be made in installments after completion of project phases defined in a contract for services or purchase order.

- Payments will be made for the amount invoiced by the contractor(s) up to \$25,000.
- Funds cannot be released until the Board of Selectmen has signed the Accounts Payable Warrant at a public meeting.
- As a public agency the Acton Housing Authority is responsible to ensure that the procurements of goods and services for CPA funded projects, including procurements that are partially funded with monies donated by private entities towards the project, will abide by all applicable State and municipal requirements. They require certain procedures for expenses of \$5,000.00 or more, including a requirement that certain State funded projects are done with a specified minimum participation level by minority- and women-owned businesses. Please contact your legal counsel if you have any questions.
- Any significant changes to the project scope as approved by the CPC shall require further CPC approval. Please contact Roland Bartl, Town Planner (978-264-9636; [rbartl@acton-ma.gov](mailto:rbartl@acton-ma.gov)) to help determine what change is significant, and if necessary to schedule an appointment with the CPC.
- Upon full completion of the project, you must certify completion in writing to the assigned staff person and Roland Bartl, Town Planner. Once he receives your certification, your project account will be closed and no further funds shall be available for this project.
- Any CPA funds awarded to this project and not used upon project completion will be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
- Good publicity for your project is very important. It is exciting for Acton citizens to know where their CPA funds are being spent. It is also essential that the CPA remains strong at the State level. Therefore, the Committee asks that you make every effort to credit the source of this funding in any promotional materials and in the final report. If possible, submit a letter to the Beacon detailing how the funds have benefited your project.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially upon completion. For updates or general questions please contact the CPC via email - [cpc@acton-ma.gov](mailto:cpc@acton-ma.gov), or by calling the Planning Department at (978) 264-9636. Finally, please sign and return to Roland Bartl, the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Lundberg".

Matt Lundberg  
Chair  
Community Preservation Committee

cc: Board of Selectmen  
Conservation Commission  
Historical Commission  
Planning Board  
Roland Bartl, Town Planner  
Karen Kukala, Assistant Finance Director

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**Re: 2006 CPA Project Funding – Rental Housing Planning and Feasibility Study;  
up to \$25,000**

The Acton Housing Authority accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

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Ms. Kelley A. Cronin  
Executive Director  
Acton Housing Authority  
68 Windsor Avenue  
P.O. Box 681  
Acton, MA 01720-1408

Dated: \_\_\_\_\_, 2006